



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-6000

NTCGLAKESINST 11200.6E
N31
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NTCGLAKESINST (COMPLEX²) INSTRUCTION 11200.6E

From: Commander, Naval Training Center, Great Lakes

Subj: TAXI SERVICE REGULATIONS

Ref: (a) NTCGLAKESINST 11200.4D
(b) Illinois Vehicle Code, 625 ILCS 5/1 et seq. (NOTAL)

Encl: (1) Acknowledgment Form
(2) Sample Company Letterhead

1. Purpose. To regulate the provision of taxi services at Naval Training Center (NTC) Great Lakes Complex, including procedures for authorization of operating taxi services and driver permits. References (a) and (b) provide additional information regarding the operation of vehicles on board NTC.

2. Cancellation. NTCGLAKESINST 11200.6D. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. This taxi service instruction has been established to better protect the safety and interests of those using taxi services as a mode of transportation to and from NTC and to ensure the availability of taxi services. The regulations promulgated herein are designed to provide easily available, reasonably priced and safe transportation alternatives while avoiding parking and traffic problems and enforcing security requirements.

4. Program Administration and Record Keeping. Commander, Naval Training Center (CNTC) Great Lakes, has the responsibility for establishing overall policy for this program. The NTC Department of Public Safety (DPS) will manage and coordinate the day-to-day operation of the program. NTC DPS shall maintain all required records.

5. Forms. NTC DPS shall issue all forms required for efficient administration of the procedures established hereunder, including but not limited to applications for operating and driving permits.

6. Definitions

a. Drive. To be in operational control of a vehicle.

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b. Driver. The person who is in operational control of a vehicle.

c. Driver Permit. A license (T-Card) issued under this instruction permitting a person to drive a taxi at NTC.

d. Livery. A taxi which offers livery service.

e. Livery Service. A type of taxi service involving transportation of passengers in vehicles hired at a rate determined in advance, which rate is either:

(1) A pre-established flat rate which has been filed by The Permit Owner under this instruction; or

(2) Set forth in a written contract signed by the person hiring the vehicle.

f. NTC Great Lakes Complex. The roads and real property situated within the boundaries of NTC Great Lakes, Recruit Training Command (RTC), Naval Hospital, Burkey Mall Complex, all family housing, the Supply Center, Willow Glen Golf Course and all real estate owned, leased or controlled by the United States Navy contiguous thereto, all situated in Lake County, Illinois.

g. NTC Department of Public Safety. NTC's Department of Public Safety.

h. Operate. Unless a contrary meaning is clearly intended from the context in which this term is used, it is any activity in the conduct of business for rendering taxi service under the authority of this instruction, including ownership of an Operating Permit. It does not mean the driving of a taxi.

i. Operating Permit. A license to operate a vehicle engaged in taxi service at NTC.

j. Person. A natural person, a partnership, a corporation, an association or other group of individuals acting together for a common purpose.

k. Taxi. A vehicle used for transportation of passengers for hire and owned, leased, or operated by a person engaged in the business of offering taxi service. The following vehicles are exempted from this definition: (1) a school bus operated by a public or parochial school and used to transport students to or from such school; or (2) a commercial motor vehicle, currently defined under Illinois law (625 ILCS 5/18b-101(2) as a vehicle having a gross vehicle weight of over five tons and/or holding more than 15 passengers, or as subsequently defined by any successor statute thereto.

l. Taximeter. Any mechanical, electric or electronic device installed in a taxi vehicle, which calculates and indicates the

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fares, measures the distance traveled and time elapsed, and indicates other charges which may be due.

m. Taxi Service. The transportation of passengers for hire over regular or irregular routes originating from or returning to NTC.

n. Vehicle. A motor vehicle as defined under Illinois law in 625 ILCS 5/1-217 or any successor statute thereto.

7. Requirement for Operator and Driver Permit. No taxi may operate, and no person may drive a taxi, on board NTC unless the person operating such taxi has first obtained a valid Operating Permit. This provision shall not prohibit any vehicle properly licensed to render any form of taxi service by another unit of local government from discharging passengers accepted for transportation outside the limits of NTC or to pick up passengers for transportation when requested in advance by telephonic or written form. However, any such vehicle must first obtain a one-trip pass at NTC's main gate from NTC DPS before it will be allowed to enter NTC.

8. Operator Permits

a. Application. The application for each Operating Permit shall be in writing on forms furnished by NTC. Each application must be signed by (1) the applicant, if a natural person, or (2) by the president or vice-president, if the applicant is a corporation, or (3) by a general partner if the applicant is a partnership. Information in the application shall be verified on the oath of the person signing. Each such application shall at minimum contain all of the following information:

(1) The name, business address, and business telephone number of the applicant;

(2) Type of service (general taxi service or livery service) proposed to be offered;

(3) Hours of service proposed for operation of taxi service at NTC;

(4) The make, model, model year, and vehicle identification number of the vehicle to be used to provide taxi service;

(5) Vehicle registration and plates issued by a proper authority and appropriate to the type of service (general taxi or livery) to be offered. For purposes of determining whether a vehicle has the proper plates, taxi plates (TX) and public transportation plates (PX) shall be considered one and the same;

(6) For each taxi vehicle to be covered by an Operating Permit, a copy of vehicle inspection report from an official

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testing station established under a permit from the State of Illinois indicating the taxi vehicle has been inspected and approved within the prior six months;

(7) Any trade name, logo and trademark under which the applicant will provide service and the color scheme to be used on the applicant's taxi vehicles;

(8) Certification the applicant has in force a valid policy of public liability insurance and workers compensation insurance in accordance with this instruction together with a certificate of public liability insurance naming the Department of the Navy as an additional insured;

(9) List of other municipalities in which the applicant is registered, licensed, or has received a permit to operate a taxi service;

(10) Certification as to whether or not the applicant leases or rents the taxi to be operated under the Operating permit and if so, whether the terms of such lease or rental comport with the requirements of paragraph 8.b. of this instruction;

(11) Certification the applicant has not been convicted of a crime fitting the criteria of paragraph 9.b.5 within the past ten (10) years;

(12) Certification of the applicant's ability to meet service standards required by paragraph 13.c. of this instruction; and

(13) Any other information as may be required by CNTC.

b. Vehicle Rental, Leasing Agreements. If an operator (1) rents or leases a taxi to any individual or entity, or (2) rents or leases a taxi from any individual or entity, the terms and conditions of such rental or lease shall be reduced to a written contract and filed with NTC DPS. Every such contract shall contain a provision, which establishes the taxi driver as the agent or employee of the operator and may not exempt the operator from liability for any act of the driver while the driver is driving a taxi on board NTC. A vehicle rental or lease contract which fails to comply with the provisions of this paragraph shall be null, void and of no force or effect and shall not operate to exempt the operator from liability.

c. Limitations on Issuance of Operating Permits. No person may be issued more than thirty-five (35) Operating Permits. For purposes of the foregoing limitation, a corporation, limited liability company, partnership or other business organization or association in whom another person or entity has more than 50% ownership or voting control shall be deemed to be the same person

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as the controlling person or entity. A maximum of Five Hundred (500) Operating Permits shall be issued under this Instruction.

d. Qualifications. Each applicant for an Operating Permit or a renewal thereof, must comply with the following requirements:

(1) Nature of Ownership

(a) If an applicant for an Operating Permit is a natural person, he/she shall be: (1) a resident of the States of Illinois, Indiana, or Wisconsin; and (2) at least 21 years of age.

(b) If an applicant for an Operating Permit is a partnership, or association, it shall be registered as required under Illinois law and each of its principals or partners shall possess the same qualifications.

(c) If an applicant for an Operating Permit is a corporation or a limited liability company, it shall be qualified and licensed to do business in the State of Illinois.

(2) No Criminal Conviction. Applicant has not been convicted of any crime of the type noted in paragraph 9.b.5. within the past ten (10) years.

(3) Ability to Provide Required Level of Service. An applicant must demonstrate to the reasonable satisfaction of NTC DPS that he or she has the ability to provide the level of services required in paragraph 13.a. of this instruction.

(4) Office - Location Requirement. Applicants must have established and, during the term of any Operating permit are required to maintain, a business office within the States of Illinois, Indiana, or Wisconsin having an operating telephone with a listed telephone number.

e. Type of Service. Each operating permit shall specify the type of service (general taxi service or livery service) to be offered by the operator. Operating Permits specifying general taxi service may not be used to offer or provide livery service. Conversely, Operating Permits specifying livery service may not be used to offer or provide general taxi service.

f. Form of Operating Permit. Each operating Permit shall be in the form of a placard, of a size, color and shape and to be displayed at a location determined by NTC DPS. A taxi which

fails to display an Operating Permit shall not be accorded the rights granted under this instruction even if the taxi is otherwise properly registered.

g. Term. Each Operating Permit shall be issued by NTC DPS, and will be valid for one year, unless sooner suspended or

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terminated in accordance with this instruction.

h. Renewal. An Operating Permit may be renewed upon filing an application provided that said operator remains qualified under the criteria of paragraph 8.d. to hold a permit.

i. Assignability; Issuance of Replacement Permits. An Operating Permit issued under this instruction is not assignable or transferable. NTC DPS may issue a replacement Operating Permit to a Permit Owner to replace a damaged Permit.

j. Suspension, Termination and Denial of Access. An Operating Permit may be revoked or suspended and/or access to NTC denied on any of the following grounds:

(1) Operation of a taxi service at NTC without a valid Operating Permit;

(2) Conduct of any criminal activity while transporting passengers to or from or on board NTC;

(3) Failure to honor posted prices or any other unethical business practices;

(4) The Permit Owner is charged with a crime involving moral turpitude or where the character, reputation or moral integrity of the Permit Owner is determined inimical to the public safety or the general welfare of NTC;

(5) The Permit Owner has vacated or otherwise abandoned the registered office listed in its application without notice to NTC DPS and without submission of another address;

(6) The Permit Owner has abandoned the Operating Permit assigned to such owner. For purposes of this provision, abandoned means the owner has failed to be available to provide taxi service for a period in excess of 45 days and for reasons other than a labor dispute or an Act of God or nature;

(7) The Permit Owner: (a) files a petition for relief under Chapter 7 of the United States Bankruptcy Code; or (b) an involuntary bankruptcy petition is filed against such owner and is not dismissed within 120 days;

(8) It is found that the Operating Permit was obtained by fraud or the willful omission or failure to disclose any material fact;

(9) The service of official notices or legal process upon the Permit Owner has become impossible or impracticable;

(10) The Permit Owner is unable to provide the service level required under paragraph 13.a. of this instruction;

(11) The condition of the taxi registered under the

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Operating Permit is deemed by NTC DPS to no longer comply with the requirements of this instruction and the Permit Owner fails to provide a suitable replacement vehicle within 45 days of receipt of written notice from NTC. The vehicle found to be in violation of this subparagraph should be denied access to the base during the period that the Permit Owner is seeking an acceptable substitute vehicle;

(12) Operation of a taxi at NTC is not validly registered with the State issuing the license plates affixed to the vehicle;

(13) The Permit Owner or any such owner's agent, employee, or contractor has failed to follow the taximeter inspection and maintenance requirements set forth in paragraph 14.c. of this instruction;

(14) Forging, mutilating, altering or tampering with any Operating Permit or removing, taking or destroying an Operating Permit without the prior written permission of the NTC Commander or his or her designee;

(15) The Permit Owner's failure to pay within 90 days a final judgment or award rendered by any court or commission of competent jurisdiction, for loss or damage arising out of the operation of any of such owner's taxis, provided the judgement or award has not been stayed pending an appeal; or

(16) Three or more violations of reference (b) and/or any provisions of this or any other applicable NTC instructions, except in which a single violation of paragraph 8.j.1 through 8.j.15, may result in denial of access to NTC.

k. Enforcement and Administration of Revocation, Suspension or Denial of Access. Upon receiving notice of any violation, NTC's Director of Public Safety shall conduct an inquiry and, if the violations are found to have occurred, shall so notify the Permit Owner in writing describing the violation(s), the facts supporting any finding that violation(s) occurred, and the action (suspension, revocation or barment) to be taken in light of such a finding. The notice shall be sent to the Permit Owner's address on file with NTC DPS. If the Permit Owner or operator of a taxi service desires to appeal the action, such person must submit a written appeal to the NTC Chief of Staff, Operations within ten (10) working days after receiving the notice. The Operating Permit shall be invalid during any appeal period. Within ten (10) working days after receiving such an appeal, the NTC Chief of Staff, Operations or his or her designated representative shall conduct a review of the action taken, consider any additional evidence submitted by the Permit Owner, and may rescind, sustain, or modify the action. This review and decision shall constitute final action on the matter.

l. Notice of Suspension/Revocation by Governmental Entity. Within 48 hours of receiving notice, each Permit Owner shall

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notify NTC of the suspension or revocation by any unit of government of any license or other right to operate a taxi granted to such Permit Owner.

m. Notice of Adverse Action to Other Governmental Entities. Upon taking of a final action under paragraph 8.j. above, NTC DPS shall notify the governing body or other cognizant agency of any other municipality in which the Permit Owner operates a taxi service of the action taken.

9. Driver Permit

a. Application. Applications for a Driver Permit shall be on forms provided by NTC and shall be signed on oath of the applicant. At a minimum, each application shall require and contain the following information:

- (1) Applicant's name, address, and telephone number;
- (2) Applicant drivers license number and the state issuing the license;
- (3) A report from the Illinois Department of Motor Vehicles (or similar agency in the State issuing the applicant's driver's license) listing the applicant's driving record;
- (4) A list of other municipalities in which the applicant is licensed or registered to drive a taxi;
- (5) The Permit Owner or owners whose taxi or taxis the applicant will be driving if he or she obtains a Driver Permit;
- (6) A certification that the applicant is in good physical condition and does not use narcotics or any type of illegal drug or any other drugs which may render the driver unable to safely operate a motor vehicle;
- (7) A certification that the applicant has not been convicted within the preceding ten (10) years of an offense involving sex, narcotics, alcohol, or the use of a deadly weapon;
- (8) Two (2) passport-sized photographs, one of which shall be retained by NTC and the other shall be used in issuing the Driver Permit, if such permit is issued; and
- (9) Any additional information required by the NTC Commander.

b. Qualifications. To qualify for a Driver Permit, each applicant must demonstrate that he or she:

- (1) Is at least 21 years of age;
- (2) Holds a valid state driver's license which is

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appropriate for the class and weight of vehicle that the applicant will be driving at NTC;

(3) Has a good driving record that, in NTC DPS's reasonable discretion, warrants issuance of a Driver Permit;

(4) Is knowledgeable about the requirements of this instruction, the Illinois Vehicle Code, NTC vehicle and traffic requirements, and the geography of NTC;

(5) Has not been convicted of any offense within the last ten (10) years involving sexual misconduct, narcotics, use of an amphetamine or alcohol, use of a deadly weapon, leaving the scene of an accident, or which is a felony involving the use of a motor vehicle; and

(6) Complies with any other reasonable requirements imposed by the NTC Commander.

c. Form of Driver Permit. Each Driver Permit shall contain a photograph of the driver and shall bear the driver's name. Each Driver Permit shall be prominently displayed in the taxi driven by the driver to whom the Driver Permit has been issued and shall be easily readable by any passenger.

d. Term. Each Driver Permit shall expire one (1) year after issuance unless renewed or sooner terminated or suspended in accordance with this instruction.

e. Renewal. A Driver Permit may be renewed upon filing an application with NTC DPS provided the driver remains qualified to hold such a Driver Permit.

f. Not Assignable. A Driver Permit is not assignable or in any way transferable.

g. Suspension, Revocation, and/or Denial of Access. NTC may suspend or revoke a Driver Permit and/or deny base access to a driver on finding that:

(1) The driver has violated any of the provisions of this or any other applicable NTC instruction or reference (b);

(2) The Driver Permit was obtained by fraud, including but not limited to, false or deceptive statements or omissions concerning the driver's physical condition, driving record, criminal history, or any other material fact;

(3) While transporting a passenger or passengers to or from NTC, the driver is wholly or partially responsible for a motor vehicle accident resulting in serious injury, loss of life, or significant property damage;

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(4) During the tenancy of the Driver Permit, the driver is convicted of any crime involving sexual misconduct, narcotics, and use of an amphetamine or alcohol, use of a deadly weapon, obstructing police, assault, leaving the scene of an accident, or which is a felony involving the use of a motor vehicle;

(5) The person issued the Driver Permit, on account of infirmity of body or mind, including but not limited to addiction to narcotics, alcohol or other substances, has become physically, mentally, or emotionally unfit or unable to discharge his or her duties as a Driver in a safe and proper manner; or

(6) The person issued the Driver Permit has, while on duty as a taxi driver, used or possessed any narcotic, controlled substance, or amphetamine or consumed or possessed or been under the influence of any alcoholic beverage regardless of its alcoholic content.

h. Notification of Suspension/Revocation by Governmental Entity. Every driver shall notify NTC DPS within 48 hours of revocation or suspension by any unit of government of such driver's license or permit to drive a taxi or motor vehicle of any sort.

10. Rates for Taxi service

a. Filing of Schedules of Rates and Charges. Each Permit Owner shall file with NTC DPS a schedule of the rates and charges, which will be charged for taxi services to be offered at NTC. These rates may not exceed the lowest rates offered by the Permit Owner in any municipality which such owner operates a taxi.

b. Amendment of Rates and Charges. If the permit Owner deems it necessary to amend the rates filed with NTC, the owner shall immediately notify NTC DPS. If an owner does not notify NTC DPS of such amendments, the rates filed shall continue to remain in force and no new rates can be charged.

c. Rates of Fare and Charges. When the proposed fare is to be calculated by a taximeter, the rate of fare shall be expressed and calculated in terms of:

(1) An initial charge, for a fixed distance (or no distance) measured and expressed in increments of a fraction of a mile.

(2) A charge for the remainder of the distance traveled, for increments of distance measured in a fraction of a mile, but expressed to the passenger in verbal and written communication as a rate per mile.

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(3) A charge for additional passengers, expressed in multiples of \$.05.

(4) A charge for waiting time resulting from standing at the direction of passenger or from traffic delay, measured in multiples of \$.05 for periods of time measured in 6 seconds each (.1 minute), but expressed to the passenger in verbal and written communication as a rate per hour.

(5) Flat rate fares, expressed in terms of maximum fees and additional passenger charges, shall be charged for service from NTC to such common destinations as O'Hare Airport, Downtown Chicago, Lakehurst Mall, Gurnee Mills, Burkey Mall, and RTC.

d. Dissemination of Rate Information. It shall be the responsibility of each Permit Owner:

(1) To post in the passenger area of the taxi, in a manner acceptable to the NTC DPS, a detailed list of all rates, an estimated cost of a 3 mile trip under each rate;

(2) To inform a person requesting taxi service in writing of the various rates and services to be charged if the person requests that such information be in writing.

e. Established Rates and Charges. No Permit Owner or driver may charge, demand, collect or receive as compensation for taxi services provided, a sum greater than the calculated total of charges applicable to the length of the trip or service rendered as computed from the schedule of rates and charges filed under this instruction. For purposes of this instruction gratuities shall not be considered compensation.

11. Insurance Requirements

a. Public Liability Insurance. Every Permit Owner and every taxi shall obtain and keep in force, public liability and property damage insurance with solvent and responsible insurers, against any loss or damage which may result from an occurrence arising out of the operation, use or possession of any of the taxis covered under this instruction.

b. Insurance Policies. Every insurance policy shall:

(1) Insure the Permit Owner, the vehicle owner, and any driver of the covered taxi vehicle;

(2) Provide for the payment and satisfaction of any final judgement or award, up to the prescribed limits of insurance, rendered against the insured for damages arising out of ownership or operation of the insured vehicles;

(3) Be non-cancelable except upon 30 days prior written notice to NTC DPS;

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(4) Provide such types and amounts of insurance as may be required by "uninsured motorist" laws of the State of Illinois and 625 ILCS 5/8 et seq. or any successor statute thereto, except if this instruction requires a larger amount or an additional type of coverage than that required by the foregoing statute, this instruction's requirements shall prevail; and

(5) Provide insurance for the sums of not less than:

(a) \$100,000 for injury to or death of any one person.

(b) \$300,000 for injuries to or death of more than one person in one accident, if the insured vehicle has seating capacity for more than 8 persons including the driver.

(c) \$500,000 for injuries to or deaths of more than one person in one accident, if the insured vehicles has seating capacity for more than 8 persons but less than 12 persons including the driver.

(d) \$1,000,000 for injuries to or deaths of more than one person in one accident, if the insured vehicle has seating capacity for more than 12 persons including the driver.

(e) \$25,000 for damages to property. Every Permit Owner shall file certified copies of all current insurance policies with NTC DPS. Updated copies showing any changes shall be promptly filed with NTC DPS.

c. Workmen's Compensation Insurance. Every Permit Owner shall obtain and keep in force, with solvent and responsible insurers, Workmen's Compensation insurance covering his or her employees, as required by the State of Illinois.

12. Service Requirement

a. Hours of Service. Each Permit Owner, except for those operating a livery service, shall provide taxi service a minimum of eight hours per day and at least five days per week. Service may be provided either by being physically present at an approved taxi stand at NTC or by being available to offer service in response to a telephone request.

b. Passenger Pick-Up:

(1) Taxi Stands. Passengers may be picked up only in response to a telephone request or at taxi stands established hereunder. Initially, taxi stands shall be located at the NEX Fleet Store, Burkey Mall, and the RTC parking lot just inside the gate. Permitted taxi stands shall be designated by signage. The number, location, and conditions for picking up passengers at

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taxi stands may be established or changed at the discretion of CNTC.

(2) No Cruising or Solicitation. Cruising in search of passengers or soliciting passengers by words, gestures or actions, even while at an authorized taxi stand, is strictly prohibited. Cruising through any NTC parking lot (e.g. McDonald's, Club Nitro, the Factory or Rynish Bowling Center) is strictly prohibited.

(3) No Parking. Except for parking at authorized taxi stands or parking in order to pick up a passenger in response to a telephone order, the parking of a taxi at NTC is prohibited. Drivers cannot get out of the taxi at any time except to assist a passenger with baggage or luggage. Taxis cannot be left unattended at any time. If the driver or Permit Owner cannot be located within a reasonable period of time, unattended taxis will be towed at the vehicle or Permit Owner's expense.

c. Passenger Drop-Off. Access to NTC will only be permitted through Gate 1. Taxis not operating pursuant to an Operating Permit issued hereunder and drivers not driving pursuant to a Driver Permit must obtain a pass from NTC DPS before they will be allowed to discharge passengers at those areas of NTC, which require a pass or badge for access. While a taxi not operating pursuant to an Operating Permit is at NTC, the driver may not solicit, pick up or obtain any passenger for transportation and shall either (a) not display any sign, light or signal which indicates that the vehicle is for hire, or (b) shall clearly display a "not for hire" sign in letters not less than 2" high.

d. Standards of Conduct

(1) Compliance with all Rules. While at NTC, each Permit Owner and driver shall comply with all applicable laws, regulations, and instructions, including traffic rules issued by NTC Instruction or under the authority of reference (b).

(2) Refusal of Service. A driver shall not refuse to transport a passenger because of the low fare that will be obtained from the trip, the short distance to be traveled, or because he or she wants to wait for additional passengers to the destination. A passenger asking for a short distance trip will be transported to the requested location immediately.

(3) Driver Appearance. Drivers shall maintain good personal hygiene and shall dress in a manner deemed appropriate by CNTC. Drivers shall not wear cut-off shorts, T-shirts, tank tops, open-toe shoes and, if male, must be either clean-shaven or have a neatly trimmed mustache, beard and/or sideburns.

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(4) Demeanor. Drivers and Permit Owners shall maintain a pleasant demeanor when transacting business at NTC. Arguing or fighting is prohibited and shall be reported to NTC DPS as soon as possible.

(5) Vehicle Appearance. Taxis shall be kept clean at all times. Snow, frost and ice shall be removed to enable safe operation of the vehicle during cold weather.

(6) Engaging in Other Activity. While operating a taxi service or driving a taxi at NTC, drivers and Permit Owners may only provide taxi service and shall not deliver, sell, or solicit the sale of, any other goods or services. The sale or delivery of foodstuffs or alcoholic beverages by use of a taxi is strictly prohibited.

(7) Display of Permit and Fare Rates. Each taxi shall prominently display for easy visibility to passengers, the Operating Permit, Driver Permit and the fare rates filed with NTC DPS.

(8) Criminal or Prohibited Activity. Permit Owners and drivers may not possess personally or in a taxi any narcotic, drug paraphernalia, amphetamine, or any other substance or material which is illegal under the law and applicable regulations or instructions, including those of NTC. Alcoholic beverages may not be consumed by the driver while the driver is driving a taxi, may be possessed in a vehicle only in accordance with applicable Illinois law, and may under no circumstances be offered to a minor. Transporting or possessing firearms or lethal and dangerous weapons either on one's person or in a taxi is prohibited. The showing of "X" rated videos to individuals picked up at or being delivered to NTC is strictly prohibited. All drivers and Permit Owners are subject to search by NTC DPS while at NTC. Taxis are subject to the same vehicle confiscation policy as all other vehicles at NTC if illegal substances or other contraband is discovered in the vehicle or on the person of the driver or if the vehicle has been used in illegal activity.

13. Vehicle Requirements

a. Insurance. Each taxi vehicle shall comply with the insurance requirements set forth in paragraph 11 of this instruction.

b. Taximeter Integrity and Inspection. Each taximeter shall accurately measure time and distance in accordance with the rates filed with NTC DPS by each Permit Owner. The condition of each taximeter shall be confirmed by NTC personnel at the time of application or as shortly thereafter as possible. Within two weeks following any change in the fare rates filed with NTC DPS by a Permit Owner and semiannually, CNTC, through his or her designee, shall inspect or cause to be inspected, the taximeter in each taxi vehicle for which an Operating Permit has been

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issued and is currently effective to determine continued compliance with the rates on file with NTC DPS. No Permit Owner may use a taximeter which has not been certified to accurately measure the rates which such owner has filed with NTC DPS. No person may tamper with or break any taximeter. No person may detach any inspected taximeter from any taxi vehicle and attach the same to any other taxi vehicle unless a new inspection or certification is made on such taximeter.

c. Safety. The total number of occupants in a vehicle shall not exceed the rated capacity of the vehicle.

d. Communications Equipment. Each taxi vehicle, except one registered as offering livery service, shall be equipped with either an operating two-way FM radio or a cellular telephone maintained at all times in good working order.

e. Other Equipment Requirements. In addition to any other applicable requirements, each taxi shall have: (1) a sufficient number of doors so that every passenger may enter and exit without crossing any interior barrier; (2) a sufficient number of exits so that if egress from one side of the vehicle becomes impossible, as a result of an accident or otherwise, exit is still possible from the other side. CNTC may provide by instruction for any equipment, in addition to that required by this instruction, which he or she deems necessary or desirable for passengers, drivers, or public safety.

f. Markings. Every taxi vehicle operating under an Operating Permit, except a livery vehicle, shall carry on the outside of the vehicle in a legible manner the color scheme, trade name and trademark or logo (if any), and the telephone number listed in the Operating Permit application. The color scheme, trade name and trademark or logo shall be clearly distinguishable from those in use by other operators.

14. Vehicle Inspection

a. The State. At all times during the tenancy of an Operating Permit, the taxi shall remain in good operating condition. In order for any Operating Permit to remain

effective, every taxi operating under such an Operating Permit must be inspected and approved at an official testing station in Lake County established under a permit from the State of Illinois. An inspection at such a station may also be required by NTC DPS upon receipt of complaints that the taxi or any of its equipment is not in good operating condition, or is unsafe or unsanitary. The Permit Owner shall be responsible for all charges for such inspection.

b. CNTC. CNTC or his or her designee also reserves the right to inspect each taxi at any time to ensure that it is in safe operating condition and meets the specific standards

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promulgated by this instruction or any other applicable instruction, law or regulation. Any taxi involved in an accident involving loss of life or property or in any personal injury must be inspected by NTC DPS before it can return to service on board NTC. An inspection by NTC DPS may include a check of the following:

- damage; (1) Body appearance (including excessive rust or body
- (2) Suspension;
- (3) Exhaust system;
- (4) Lights and turn signals;
- (5) Tire tread;
- (6) Brakes;
- (7) Horn;
- (8) Interior (cleanliness, condition of seat covers, safety belts, etc.);
- (9) Windshield and windshield wipers; and
- (10) Spare tire.

Any taxi failing an NTC safety inspection will be barred from entering NTC and the applicable Operating Permit will be suspended until all safety deficiencies have been corrected as verified by a re-inspection.

15. Filings. Every Permit Owner shall file with NTC DPS and, at all times keep current:

- a. Their business address and, if an individual, a residence address;
- b. A business telephone number and, if an individual, a residence telephone number;
- c. A trade name and trademark or logo under which he/she operate the taxi service at NTC;
- d. The colors and color scheme of the taxi vehicles;
- e. A list of all taxi vehicles, showing the manufacturer, make, model, year of the manufacture, serial number, State of vehicle registration, and the State registration number of each vehicle;
- f. Certified copies of all public liability and property damage insurance policies;

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- g. Rates and charges for taxi services;
- h. All other information contained in the Operating Permit application and/or the Driver Permit application filed with NTC DPS;
- i. Any other information required by CNTC.

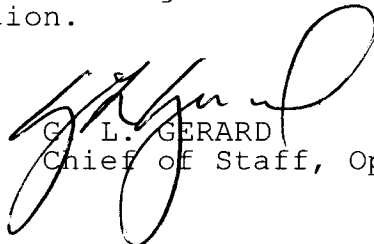
16. Notices

a. Incidents for Which Notice is Required. Every Permit Owner shall promptly notify NTC DPS of the occurrence of every accident involving one of its taxi vehicles which has resulted in injury to or death of any person, or damage to any property. Every Permit Owner shall notify NTC DPS of: (a) the filing by or against the operation of a petition under any Chapter of the Bankruptcy Act; (b) the filing against or an action of law seeking to recover damages arising out of the operation of any of the Permit Owner's taxi vehicles, which damages are alleged to be in excess of the limits of coverage provided by such owner's public liability insurance.

b. Serving of Notices. Any notice or other document required to be filed with or served upon the Navy shall be in writing and either personally delivered to NTC DPS during regular business hours or via certified mail. Any notice or other document required to be served or given to any driver or Permit Owner shall be in writing and delivered in person or by first class U.S. mail to the address on file with NTC DPS. Each notice shall be deemed received on receipt not upon mailing.

17. Disputes. Any disputes which arise hereunder (except for those concerning revocation or suspension of a Driver Permit or Operating Permit or denial of access to NTC which are dealt with as specified in paragraphs 8.k. and 9.h. above) shall be referred to NTC DPS for initial decision. Appeals from any such decision must be filed within ten (10) calendar days of receipt with the NTC Chief of Staff, Operations who will render a decision on the appeal within ten (10) calendar days. Decisions of the Chief of Staff, Operations are final.

18. Acknowledgment. All Permit Owners and drivers operating a taxi service or driving a taxi at NTC shall acknowledge receipt of this instruction by signing the acknowledgment at enclosure (1). This acknowledgment constitutes certification that all such persons understand all changes in regulation and policy established in this instruction.


G. L. GERARD
Chief of Staff, Operations

Distribution:

NTCGLAKESINST 5216.5M

Lists I, II (Case B), III-A, B, C

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ACKNOWLEDGEMENT FORM

I have read and understand NTC instruction 11200.6E.

NAME: _____

DATE: _____

COMPANY: _____

PERMIT OWNER: _____

NTC PERMIT NUMBER: _____

DRIVER: _____

DRIVER PERMIT NUMBER: _____

Enclosure (1)

SEP 30 1999

Date:

From: Company Name
To: Director of Public Safety, Naval Training Center, Great
Lakes, Illinois 60088

Subj: REQUEST FOR ISSURANCE OF VEHICLE DECALS AND PERSONNEL ID
BADGES

1. It is requested that vehicle decals and badges be issued to the following personnel. The listed persons are employed by {company name} under contract number {contract number} at Great Lakes Training Center for the following terms:

| <u>Employee Name</u> | <u>SSN</u> | <u>Position</u> | <u>Location</u> | <u>Term of Employment</u> |
|----------------------|-------------|-----------------|-----------------|---------------------------|
| John Doe | 555-55-5555 | Mail Clerk | Bldg. 130 | 10Oct98 to 30Sep99 |

2. If any additional information is required, please contact Ms. Jane Doe at (555) 555-5555.

{original signature}

Jane Doe
{Title}

Enclosure (2)